



## RISK ASSESSMENT QUESTIONNAIRE FOR AGENCIES APPLYING FOR AMERICORPS FUNDING



Before SerVermont can make funding recommendations to the Corporation for National and Community Service we are required to conduct a pre-award risk assessment. The purpose of the pre-award risk assessment is to determine if a potential grantee is financially stable and uses adequate accounting systems. Please complete the following questionnaire and have it signed by the agency head and fiscal office for your organization.

AGENCY: \_\_\_\_\_

AMERICORPS PROGRAM: \_\_\_\_\_

REVENUE	Yes	No	N/A
1. Is each award/grant received by your agency accounted for separately?			
2. Does a responsible employee other than the bookkeeper/controller open the mail and list all cash receipts before turning them over to the bookkeeper?			
3. Does that employee stamp all checks with a restrictive endorsement (e.g. For Deposit Only) before turning them over to the bookkeeper?			
4. Does an independent employee subsequently compare the daily listing of cash receipts with the cash receipts journal?			
5. Is the bank stamped duplicate deposit slip or the bank receipt compared with the cash receipt journal entry?			
6. If your agency received at least \$120,000 in total Federal funds per year, did you maintain the funds in an interest-bearing account?			
7. If you answered yes to question #6, does your agency's accounting system track interest earned on Federal funds?			

IN-KIND CONTRIBUTION	Yes	No	N/A
1. Does your agency maintain documentation to substantiate the value of in-kind contributions?			
2. Are in-kind cash contributions properly documented as to source, date of receipt and date of deposit?			

<b>ACCOUNTING RECORDS AND PROCEDURES</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Does your accounting system include a cash receipts journal, a cash disbursements journal, and a general ledger? (If no, please describe your accounting system)			
2. Does the accounting system track receipts and disbursements by funding source?			
3. Does your accounting system allow management to easily obtain financial reports at both the summary and detailed levels?			
4. Does your agency have a written Internal Control policy?			
5. Are the bank accounts reconciled monthly by a person who has no cash receipt or disbursement responsibility and is not involved in maintaining the agency's accounting records? (If no, please explain)			
6. Are unissued checks properly secured in a locked area with restricted access?			
7. Are voided checks marked "void" and/or mutilated (signature space removed), retained, and properly filed?			
8. Does your agency have a controller, or equivalent? (If no, please identify the name and position of the employee(s) who performs this function.)			
9. Does your agency prohibit employees from working in the accounting/finance department if they are related to another agency employee? (If no, please describe any such relationship that currently exists.)			
10. Does your agency maintain inventory records for equipment purchased with federal funds?			
11. Does your agency have adequate physical safeguards against theft of equipment and cash?			
12. Did your agency set up a Budget Control Process?			
13. Does your agency regularly monitor budgeted versus actual expenditures to ensure that cost categories aren't over-spent or under-spent?			
14. Does your agency utilize an automated accounting system? (If no, please describe your system)			

<b>STAFF, OPERATIONS AND INTERNAL EVALUATION</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Are all payments (except for petty cash) made by check? If petty cash is used to make cash payments, identify the maximum amount that can be paid using petty cash.			
2. Is there a requirement that checks over a certain dollar amount must be signed by two responsible parties? (If yes, please indicate the dollar amount. In either case please identify the authorized signatures by name and title.)			
3. Are checks made payable to specified payees and never to cash or bearer? (If no, please explain)			
4. Are checks signed by someone other than the person who prepares the check?			
5. Are all purchases made based on purchase requests/purchase orders which must first be approved by a responsible agency official? (If no, please explain.)			
6. Does your agency have written procurement procedures indicating which individuals are authorized to initiate a purchase request, the flow of documents, and the requested levels of approval?			
7. Are all invoices reviewed and approved for payment by a responsible employee other than the employee who made the purchase?			
8. Are invoices stamped "paid" to prevent reuse?			
9. Are supporting documents presented with the checks and reviewed by an authorized signatory before he/she signs the checks?			
10. Are employees prohibited from selling goods or services to your agency?			
11. Are board members prohibited from selling goods or services to your agency?			
12. Are consultant agreements executed when the services of a consultant are procured?			
13. Does the consultant agreement clearly define remuneration, performance objectives/requirements, etc.			
14. When consultant services are procured, does your agency obtain and retain in its files, the resume or documented qualifications of the consultant?			

<b>STAFF SALARIES &amp; BENEFITS</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
15. Is your agency current with its payroll (i.e., no employees are owed back pay)?			
16. Is your agency's payroll processed by an outside payroll service?			
17. If you answered "yes" to question # 16, does the payroll service process your agency's withholding tax payments and other tax payments?			
18. Were all withholding and FICA taxes, and workers' compensation premiums current as of the previous quarter? (If not, please explain why and identify the amount of taxes in arrears.)			
19. Are time and attendance records maintained for employees, including the Executive Director?			
20. If you answered yes to question #19, are the time and attendance records signed by the respective employee and/or a responsible supervisory official having first hand knowledge of the activities performed by that employee.			
21. Does the agency have a system to track staff time spent on various grants/projects, for those employees whose salaries are allocated to more than one contract/grant.			

<b>MISCELLANEOUS QUESTIONS</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. If your agency expended more than \$750,000 in federal funds during the previous fiscal year, did your agency have an A-133 audit performed?			
2. If there were any findings in the report, has your agency implemented action plans to address all findings? (If no, please explain.)			
3. Are board meetings held on at least a quarterly basis?			
4. Are board minutes prepared after each meeting and subsequently distributed to board members?			
5. Is your agency required to file an IRS form 990 or 990-EZ? If yes, attach the most recent year filed			
6. Does your agency have a positive fund balance (i.e., assets minus liabilities is greater than zero.) at this time?			
7. Is your organization's financial officer and/or accountant familiar with the detailed financial and management requirements contained in OMB Circular A-122.			

8. Does your agency have a Policy and Procedures Manual that is available to all employees?			
9. Does your agency have a copy of OMB Circular A-122 on hand?			
10. Does your agency have sufficient liability insurance to protect the organization, employees and members engaged in both on and off-site project activities?			
11. Other than an A-133 audit (if applicable) was any other type of audit of your agency performed within the previous twelve months. (If yes, please identify and attach a copy of the audit report.)?			
12. Has your agency executed any contracts or MOU's with any other governmental or non-governmental agency that are still in effect? (If yes, please describe, even if not funded by AmeriCorps funds.)?			
13. Are there any pending lawsuits or claims against your agency or any of its officers? (If yes, please describe briefly.)?			
14. Has your agency and/or its principals ever been debarred, suspended, proposed for debarment or otherwise sanctioned or declared ineligible for grants/contracts by any federal or state agency due to acts committed by the agency or any of its employees. (If yes, please explain.)			
15. Has your agency and/or its principals been convicted of or had a civil judgement rendered against them for commission of any type of criminal offense? (If yes, please explain.)			
16. Does the organization have a policy and procedure that ensures SAM registration is updated and current?			

I hereby certify that to the best of my knowledge and belief, the information provided in response to the foregoing questions is true and accurate.

\_\_\_\_\_  
Signature - Agency Head

\_\_\_\_\_  
Signature – Fiscal Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date